

CITY OF FAIRFIELD

RESOLUTION NO. 2013- 31

**A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE FAIRFIELD
TAXPAYERS COMMITTEE TO REVIEW THE USE OF REVENUES COLLECTED
PURSUANT TO ORDINANCE 2012-20 ("MEASURE P") AND SETTING FORTH
TERMS, GUIDELINES AND DUTIES OF THE COMMITTEE**

WHEREAS, on November 12, 2012, Fairfield voters passed Measure P, a one-cent transaction and use tax ordinance to be administered by the State Board of Equalization; and

WHEREAS, the Ordinance (Ordinance No. 2012-12), was certified as adopted by the voters by the City Council on December 4, 2012; and

WHEREAS, Section 18.85 of Ordinance 2012-12 directs the City Council, no later than June 30, 2013, to establish and form a 5-member Fairfield Taxpayers Committee to review the use of revenues collected pursuant to the ordinance and review the annual audit of the sales tax revenues collected; and

WHEREAS, the City Council desires to form the Fairfield Taxpayers Committee, and establish terms, guidelines and duties for the Fairfield Taxpayers Committee.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY
RESOLVES:**

Section 1. The Council hereby establishes a five (5) member oversight board called the Fairfield Taxpayers Committee, which shall be comprised of Fairfield residents and taxpayers.

Section 2. The term of office for the members of the Fairfield Taxpayers Committee shall be five (5) years.

Section 3. The Council hereby approves the Fairfield Taxpayers Committee Guidelines and Duties, set forth in Exhibit "A" attached hereto.

Section 4. The Deputy City Clerk is hereby directed to advertise that applications for the Fairfield Taxpayers Committee will be received by the City up to and including April 4, 2013.

Section 5. Following the application deadline of April 4, 2013, the applications received shall be reviewed by the City Council subcommittee consisting of Councilmembers Mraz and Moy and a list of no more than 10 finalists shall be submitted by the subcommittee for interview and selection by the full City Council at a future Council meeting.

PASSED AND ADOPTED this 19th day of February, 2013, by the following vote:

AYES: COUNCILMEMBERS: Price/Vaccaro/Bertani/Moy/Mraz

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

Henry T. Price
MAYOR

ATTEST:

Janette Bellinder
CITY CLERK

FAIRFIELD TAXPAYERS COMMITTEE GUIDELINES AND DUTIES

The City Council of the City of Fairfield hereby establishes a Fairfield Taxpayers Committee to monitor the revenue collected by the Measure P transactions and use tax, as well as report on the use of the funds.

Application/Recruitment Process:

The standard recruitment process that is used for all other existing City boards, commissions and committees will be utilized to conduct the recruitment of applications for the Fairfield Taxpayers Committee.

Notice of these vacancies will be advertised in the Fairfield Daily Republic newspaper, and on the City's website and posted on the City Hall and City Council meeting notice boards until April 4, 2013.

Powers and Duties:

The Fairfield Taxpayers Committee will ensure transparency and oversight of the revenue generated by Measure P. Enterprise and other funds generated independent of Measure P are outside the purview of the Fairfield Taxpayers Committee.

Fairfield Taxpayers Committee duties will consist of reviewing the annual independent audit (performed by an independent auditor on the Measure P generated revenue and expenses during the previous fiscal year), as well as reviewing any other City financial reports necessary to advise the City Council.

The duties of the Fairfield Taxpayers Committee do not include decision-making or advisory responsibilities regarding spending priorities, funding source decisions or financing plans. The Fairfield Taxpayers Committee serves in an advisory-only role to the City Council limited to the use of Measure P revenues.

Qualifications for Appointment:

Fairfield residents interested in appointment to the 5-member Fairfield Taxpayers Committee must be residents at-large who meet the residency requirement below.

The residency requirement is defined as residents who live within the City limits of the City of Fairfield. Residency may be verified annually by the City Clerk's office through:
1) Voter registration or 2) Utility bills (phone, water, cable);

Members of the Fairfield Taxpayers Committee are also required to be taxpayers in the City of Fairfield.

Selection of Members:

The composition of the Fairfield Taxpayers Committee will consist of no more than five (5) members. Applicants for the committee shall complete and submit applications to the City Clerk's office by Thursday, April 4, 2013 at 5:30PM.

The City Council subcommittee shall review all applications received and select 10 names to submit to the City Council and City Clerk. The City Clerk's office shall notify the 10 finalists and invite them to the next City Council meeting for an interview by the full Council.

Term of Service:

The terms of the Fairfield Taxpayers Committee members shall be for a period of five (5) years.

Meetings:

The Fairfield Taxpayers Committee will meet at least annually. The committee will be subject to the provisions of the Ralph M. Brown Act. Meetings must be noticed and open to the public. Committee minutes and reports are a matter of public record, and may be posted on the City's website. Additional meetings may be scheduled as necessary. All committee members shall attend training and orientation prior to the first regular Fairfield Taxpayers Committee meeting, including Brown Act training and AB1234 Ethics Training.

Fairfield Taxpayers Committee members are expected to attend all regular meetings. Failure of the committee members to attend the annual meeting(s) may result in removal from the Fairfield Taxpayers Committee at the discretion of the City Council. Committee decisions and actions require a simple majority vote of those members in attendance. The quorum requirement for any meeting shall be a minimum of 3 members.

Staff Liaison Appointment:

The City Manager and/or his designee will serve as staff liaison(s) to the Fairfield Taxpayers Committee. The liaison(s) will be responsible for providing relevant information to the Fairfield Taxpayers Committee, including the annual financial audit. The liaison(s) will prepare, post and distribute agendas and take minutes at each meeting. The liaison(s) will provide the minutes of the Committee's proceedings to the City Council and the public.